

A.S.A.P.

After

School

Activities

Program



AFTER SCHOOL ACTIVITIES PROGRAM Registration Procedures for the Upcoming 2011/2012 School Year

SPACE IS LIMITED!

**PACKET PICK UP/DROP-OFF LOCATIONS
AND REGISTRATION DATES:**

May 9 through May 26, 2011 -

All Hesperia Elementary School Offices
(Check with your school office for times)

May 27 through August 5, 2011 -

Lime Street Park Community Center
16292 Lime Street, Hesperia
(8:30 a.m.-5:00 p.m.)

August 8, 2011 (first day of school) -

All Hesperia Elementary School Offices

All packets will be date and time stamped.

In order to start the program on the first day of school, registration packets must be turned in by August 5th @ 12:00 p.m./noon and your child's enrollment has been confirmed.

Registration packets will be available at each school throughout the school year.

New this year! Starting May 9th, packets will be available to view, download and print on-line. Visit www.hesperiaparks.com

All information will be included in the new packets

Hesperia Recreation and Park District
Visit www.hesperiaparks.com
or call (760) 244-5488 or (760) 244-7518
Dates, fees and programs are subject to change.

REGISTRATION

August 8, 2011 marks the beginning of the 2011-2012 school year for elementary HUSD school students in Hesperia. Please note that on Monday, August 8, 2011, A.S.A.P. services will be available for the new school year. HUSD students who have been continually enrolled in the program will not be guaranteed enrollment for the next school year.

All registrations will be taken on a first come basis. Enrollment is open to HUSD students in grades 1 through 6. Kindergarteners are not permitted in the program. Student must be enrolled at the school site in which they are registering. Student must have attended school in order to attend the program on any given day. If schools reach the maximum enrollment capacity, your child(ren) may be placed on a waiting list.

This registration packet includes: Registration Form, Emergency Data Form, Program Rules Contract and Photo Permission. These forms must be filled out completely, prior to your child's acceptance into A.S.A.P. Once you have completed all of these forms refer to the cover flyer for registration dates and where to turn in your packet. Registration packets will be reviewed and you will receive verification from your A.S.A.P. leader as to your acceptance into the program. Incomplete applications will not be processed until completed. Staff will notify parent/guardian if your packet is incomplete.

HOURS OF OPERATION

The After School Activities Program operates each day school is in session. The program is also offered on minimum school days. Students are expected to attend the after school program every day they attend regular school and stay until 6:00 p.m. (6:30 for late schools Carmel, Juniper, Kingston and Lime Street). When you enroll your child(ren) in our program you are agreeing to these terms. Priority will be given to families that are able to meet these requirements.

ATTENDANCE

Students must attend the after school program every day that they attend regular school. Students check in at the after school program immediately upon dismissal. The program can not be responsible for students who have not checked-in with the program after school. Frequent tardiness may be a reason for dismissal from the program.

HUSD students who have attended the regular instructional day, but are absent from the A.S.A.P. without notification to the site leader for three or more days may be dropped from the program.

EARLY RELEASE POLICY

A child may be released early from the After School Activities Program prior to the end of the program time at 6:00 p.m. (or 6:30 p.m. at late schools) on the following conditions:

1. Attending a parallel program (programs in the school or community centers such as sports, cheerleading, dance, scouts, etc.) This parallel program will constitute the child's enrichment component on that day.
2. Family Emergencies
3. Medical Appointments

4. Child accidents or illness that occur during the program time (program staff will call a parent or guardian)
5. Other conditions agreed upon by the Administration

Whatever the case may be, parent or program staff should record the date and time of the early release departure of the child. Parent, guardian, or program staff should sign the child out.

LATE PICK UP POLICY

If your child is not picked up promptly at the scheduled program end time, a late fee of \$5.00 for every fifteen minutes, or fraction thereof, will be applied. All late fees must be paid before your child can return to A.S.A.P. Should you be excessively late, over (1) hour, and we are unable to make contact with anyone on your child's Emergency Data Form, we will arrange for the Hesperia Police Department to assume custodial care of your child. Excessive or reoccurring late pick ups may result in your child being removed from the program. Late fees apply to all participants in the program.

PROGRAM FEES

The A.S.A.P. weekly fee is a flat fee which is paid the first day of every week. Fees are used to offset the cost of operating the program. All fees must be paid in cash (exact change), checks will not be accepted. There will be no refunds or credits issued as your child has a reserved spot in the program. Program fees are as follows:

- Hesperia resident fees: \$15.00 per week, per child. During holidays, A.S.A.P. weekly fees are reduced to \$12.00 (four day week) and \$9.00 (three day week).

PAYMENT

For any given week, payment will be due prior to, or on, the day your child attends the program. Weekly payments will be accepted and you may choose to pay once for the entire month. However, weekly payments must be accepted before services are rendered. You may not pay on Friday for services received throughout the week.

If your child attends on Monday and you do not make a payment on that day, you must pay for the week when you pick your child up on Tuesday. If you do not make the payment when you pick your child up on Tuesday, your child will not be accepted into the program on Wednesday. Arrangements must be made to have him/her picked up immediately. Your child will not be accepted into the program until full payment is received and may lose their spot to accommodate another HUSD student on the waiting list.

Parents may be required to pay the weekly fee for the program to reserve their spot in the program. This means even if your child(ren) is absent, payment must be received or your child(ren) may be dropped from the program.

IMPORTANT DATES

Monday, August 8, 2011, will be the first day that A.S.A.P. services are available for the new school year. The After School Activities Program will be closed on:

September 5, 2011	January 16, 2012
October 10, 2011	February 10, 2012
November 11, 2011	February 20, 2012
November 21 through November 25, 2011	March 19 through March 23, 2012
December 16, 2011 through January 6, 2012	May 18, 2012

(Dates subject to change)

EMERGENCY DATA FORM (EDF)

The Emergency Data Form (EDF) requires the names with home and cell phone numbers of at least three local persons authorized to pick up your child in case of an emergency. Photo identification will be required of those listed on the E.D.F. for the release of your child. If your child will be released to anyone other than those listed on the form, you must send a note to the school authorizing your child's release to said individual. The EDF will help to ensure the safety of your child. Remember to inform and provide copies to the Recreation Leader at your site in regard to any court orders. Children will not be released to anyone under 18 years of age, regardless of their relationship. There may be exceptions to this rule provided that parents have notified the Park District and received special permission.

Please provide the school and Park District Office with any court orders regarding those authorized to pick up your child. It is imperative that you understand we will not enforce custody issues when releasing a child. We will not deny a biological parent from picking up their child unless the Park District has a current court order denying access.

DISRUPTIVE BEHAVIOR

Participation in A.S.A.P. is a privilege. Behavior of students who attend the afterschool program is expected to mirror those of the regular instructional day.

There may be occasions when a child becomes disruptive or requires special attention or when his/her presence interferes with the overall enjoyment and effectiveness of the program. In such case, Hesperia Recreation and Park District reserves the right to remove or suspend any child for inappropriate behavior. Hesperia Recreation and Park District reserves the right to dismiss any child for any violation of school or Park District policy.

If your child deliberately runs away or hides from a leader, he/she will be immediately and indefinitely suspended from the program and at that time becomes the responsibility of the parent/guardian. Staff will make a reasonable attempt to get your child to return to the program, but if your child refuses, the Hesperia School Police will be contacted.

ILLNESS AND MEDICATION

We are concerned about our A.S.A.P. participant's health and safety. Please inform us if your child has been exposed to an infectious virus or head lice. Children with an infectious disease must be on antibiotic treatment for 24 hours before returning to the program. We also ask that your child

be kept out of the program if he/she has had a fever within the past 24 hours. Please be sure to inform the staff of any medical problems that might affect other participants or if child is on any medication. Our A.S.A.P. leaders are not authorized to administer any medication to participants. If prescription medication is needed on a daily basis, please make arrangements with a school nurse to administer any medication prior to the program.

BURSARIES

Limited bursary applications will be available to Hesperia residents starting August 1, 2011 at your school office.

PROHIBITED ITEMS

Under no circumstances are participants allowed to bring items such as cell phones, Game Boys, MP3 players, Ipods, videos, sport equipment, trading cards, etc. Participants wearing "Heelys" (skate shoes) will not be permitted to utilize the wheels on the shoes during the program. Hesperia Recreation and Park District will not be responsible for, or replace any lost, stolen or damaged properties brought to A.S.A.P.

ABOUT OUR STAFF

Our friendly A.S.A.P. staff who supervise students meet the established qualifications for an instructional aide, pursuant to the policies of the Hesperia Unified School District. Additionally, all staff have undergone fingerprinting and background checks as well as being TB tested and have current CPR and First Aid training.

Hesperia Recreation and Park District and Hesperia Unified School District strive to create experiences in which students feel safe to explore new ideas about self and community, programs in which parents feel confident that their child is learning in a positive environment and manner. Our goal is to build and deliver safe, organized and educational programs.

ADDITIONAL INFORMATION

It is the students' responsibility to bring their homework to the program. A regular homework period is scheduled four days a week at all sites. It is not our intent or purpose to make sure that all homework is completed during the afterschool program.

All participants and parent(s)/guardian(s) or authorized individual(s) will be held responsible to abide by the District Code of Conduct and A.S.A.P. Rules Contract given in the Registration packet and posted at all A.S.A.P. sites. If a parent/legal guardian or anyone affiliated with an A.S.A.P. student violates any of the rules, actions will be taken with the A.S.A.P. participant. For example, if a parent or authorized individual is verbally abusive to a Park District staff member, suspension will result on behalf of the participant.

Thank you again for your interest in this program. We look forward to having the opportunity to share this time with your child and be part of their development. Please note the information provided in this packet is subject to change without notice. If you have any questions, please feel free to call (760) 244-7518 or (760) 244-5488.

CODE OF CONDUCT

Everyone will be held responsible for all rules. In addition, all participants and spectators will abide by the “Code of Conduct.” Officials, as defined for Code of Conduct purposes, will include District employees, Sports Officials and District volunteers.

1. No Person Shall: Lay a hand upon, shove, strike or threaten another person. Officials are required to immediately suspend the offender from further involvement and report such conduct to appropriate District personnel. Such person shall remain suspended until the District has considered his/her case.
2. No Person Shall: Refuse to abide by official’s decision. Officials are required to immediately suspend such person from further involvement and report such action to the appropriate District personnel. Such person shall remain suspended until the District has considered his/her case.
3. No Person Shall: Be guilty of objectionable demonstrations of dissent of an official’s decision.
MINIMUM PENALTY: Warning, first offense
MAXIMUM PENALTY: Removal from activity, second offense, file report.
4. No Person Shall: Discuss with an official, in any manner, the decision reached by such official.
MINIMUM PENALTY: Warning, first offense.
MAXIMUM PENALTY: Removal from activity, second offense, file report.
5. No Person Shall: Be guilty of using unnecessary rough tactics in the course of an event against the body and person of another. Officials are required to immediately suspend persons from further involvement and report them to the appropriate District personnel. Such person shall remain suspended until the District has considered his/her case.
6. No Person Shall: Be guilty of instigating or causing a physical attack upon any person. Officials are required to immediately suspend said person from further involvement and report such actions to the proper authorities if warranted and to the proper District personnel. Such person shall remain suspended until the District has considered his/her case.
7. No Person Shall: Be guilty of using profanity, racial comments, demeaning language or comments that can be degrading.
MINIMUM PENALTY: Warning, first offense.
MAXIMUM PENALTY: Removal from activity, second offense, file report.

8. No Person Shall: Be guilty of an abusive verbal attack upon any person, such as profanity, racial comments, demeaning language or comments that can be degrading. Officials are required to immediately suspend offender from further involvement and report actions to the proper District personnel.
MINIMUM PENALTY: Placed on probation, file report.
MAXIMUM PENALTY: Suspended from District facilities.
9. No Person Shall: Appear on a facility, at a meeting or in an event at any time with an alcoholic beverage or in an intoxicated condition. Officials are required to immediately suspend the individual from further involvement and report actions to the proper District personnel. Such person shall remain suspended until his/her case has been considered by the District.
10. No Person Shall: Be guilty of gambling upon any outcome of District event.
MINIMUM PENALTY: Warning, first offense.
MAXIMUM PENALTY: Removal from activity, second offense, file report.
11. No Person Shall: Be guilty of discussion publicly with any other person in a derogatory or abusive manner, any play, decision or his personal opinion of other participants during any specific event.
MINIMUM PENALTY: Warning, first offense.
MAXIMUM PENALTY: Removal from activity, second offense, file report.
12. No Person Shall: Enter a field of play or facility at any time other than during their scheduled time, when said facility is scheduled to be in use by others.
MINIMUM PENALTY: Warning, first offense.
MAXIMUM PENALTY: Removal from activity, second offense, file report.
13. No Person Shall: At any time vandalize or attempt to damage any District or other person's property. Officials are required to immediately suspend the individual from further involvement and report actions to the proper District personnel. Such person shall remain suspended until the District has considered his/her case.

Special Notes:

- a. Suspensions have no boundaries. In other words, if a person gets suspended or put on probation during one season or activity, it may carry on to the next season, activity, and/or other sport. The District may also suspend a person suspended by another agency.
- b. Any person being placed on probation for the remainder of the season or activity and reported again for violating the Code of Conduct will be suspended for the remainder of the season or activity.

Sportsmanship Policy:

1. Teams or individuals participating in programs that are sponsored by the District shall be expected to exhibit proper sportsmanship and appropriate behavior before, during and after all programs.

HESPERIA RECREATION AND PARK DISTRICT
After School Activities Program Rules/Contract
2011-2012

1. I will be kind to other participants.
2. I will follow the instructions of all recreation staff.
3. I will show respect for others at all times.
4. I will not use profanity.
5. I will follow all safety rules.
6. I will never leave the area without permission from an instructor/leader.
7. I will always clean up after myself and help with project clean up.
8. I will not make physical contact with other participants.
9. I will not take anything that does not belong to me without permission.

Note: All participants and parent/guardian or designated party will be held responsible to abide by the "District Code of Conduct" posted at all A.S.A.P. sites.

OTHER IMPORTANT INFORMATION:

Participants must be signed out of the program by a parent/guardian or authorized person.

In addition to the above rules, all Hesperia Unified School District rules and individual school site rules will apply.

CHILDREN ARE EXPECTED TO ATTEND THE PROGRAM 5 DAYS A WEEK AND STAY UNTIL THE PROGRAM END TIME. Children must be picked up promptly at 6:00 p.m. (or 6:30 p.m. for late schools) by an authorized person. Failure to do so will result in a late fee of \$5.00 for every fifteen minutes or fraction thereof after 6:00 p.m. (or 6:30 p.m. for late schools) **All late fees must be paid before child can return to A.S.A.P.** Should you be excessively late, over one (1) hour, and we are unable to make contact with anyone on your child's Emergency Data Form, we will arrange for the Hesperia Police Department to assume custodial care.

A.S.A.P. leaders will make every reasonable effort to protect participant's health and well-being. However, the staff cannot administer medical treatment. In the event of an emergency, every effort will be made to contact you using the information provided on the Emergency Data Form. In the event of a disaster, participants will be kept at the A.S.A.P. site until an authorized person picks up the child.

Our procedure for dealing with misconduct is as follows:

1. He/she will be given time out; problem will be addressed to parent.
2. If the problem continues, parent/guardian will be contacted to pick up their child.
3. If recurring behavioral problems persist, child can and will be removed from the program.

Note: The above procedures may be bypassed depending upon the severity of the misconduct.

I acknowledge that I have read and received the A.S.A.P. packet and the Code of Conduct. I agree to abide by them, as well as, inform all other authorized individuals who will be picking up my child.

Child's Signature

Parent/Guardian Signature

Date

HESPERIA RECREATION AND PARK DISTRICT

P.O. Box 401055 / 16292 Lime Street, Hesperia, CA 92340 (760) 244-5488

PROGRAM REGISTRATION FORM

Participant Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Activity: After School Activities Program Location: _____

Day: Monday through Friday Time: After school until pick up Session: 2011-2012 School Year

Check if you have a disability needing special arrangements or assistance _____

AGREEMENT, WAIVER AND RELEASE

I have carefully read the description of program(s) for which I/We are registering and in consideration for being permitted by the Hesperia Recreation & Park District to participate in the (above) activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the Hesperia Recreation & Park District (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in said activity.

PARENTAL CONSENT: (to be completed and signed by parent/guardian if applicant is under 18 years of age)

I hereby consent that my son/daughter, _____, participate in the above activity, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of the death or any injury or property damage that said minor may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE HESPERIA RECREATION & PARK DISTRICT AND I SIGN IT OF MY FREE WILL.

Signature

Date

Name (Printed)

HESPERIA RECREATION AND PARK DISTRICT
After School Activities Program Emergency Data Form
2011-2012

Child's Name: _____ Phone #: _____

Address: _____ City: _____

Zip Code: _____ Age: _____ Grade: _____ Date of Birth: _____

Parent/Guardian Name: _____ Day Time #: _____

Parent/Guardian Name: _____ Day Time #: _____

E-Mail Address: _____

Doctor: _____ Phone #: _____

Address: _____ City: _____

Hospital: _____ Phone #: _____

Does your child have any allergies? If yes, please explain. _____

Does your child take any medication or require special attention the instructors/leaders should be aware of?

If yes, please explain. _____

It is imperative that you provide us with the names of individuals who will be local during the time your child is in session. These are the people who will make decisions for your child if you are unavailable. Please inform them that you have given us their names.

I authorize the following people (**18 years of age or older**) to pick up my child:

Name: _____ Phone: _____ Relation: _____

Name: _____ Phone: _____ Relation: _____

Name: _____ Phone: _____ Relation: _____

Note: We can not deny a biological parent their child, unless a court ordered restraining order is provided to the school and Park District Office.

In an emergency, if anyone other than the above is to pick up your child, the program leader or recreation office must be notified in writing or by phone. Your child will not be released to anyone unless this procedure is followed.

NOTE: CHILDREN WILL NOT BE RELEASED TO ANYONE UNDER THE AGE OF 18.

Parent/Guardian Signature

Date:

Parent/Guardian Signature

Date:

**PHOTO PERMISSION
2011-2012**

I grant Hesperia Recreation and Park District permission to use my child's likeness, voice and words in television, radio, film, print, or in any form to promote activities of the Hesperia Recreation and Park District.

I hereby release, discharge and agree to hold harmless, Hesperia Recreation and Park District and all persons acting under the direction of Hesperia Recreation and Park District.

Signature

Date

Print Name

Address, City, Zip